

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES**

The Caswell County Department of Social Services held its monthly meeting on June 18, 2013 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Mr. David Owen; Mr. Larry Hamlett; Ms. Marylene McCain; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board. Mr. Kenneth Travis was absent from the meeting.

Mr. Jefferies called the meeting to Order at 9:00 a.m. The Agenda for the meeting was approved upon a motion by Ms. McCain and second by Mr. Owen. Minutes of the meeting held May 21, 2013 were reviewed and approved upon a motion by Ms. McCain and second by Mr. Hamlett. There was no public address to the Board.

Budget Amendment #11, a CP&L Allocation of \$504.00 was approved upon a motion by Mr. Hamlett and second by Mr. Owen.

Board Members were informed that Morgan Hurdle joined our staff as an Income Maintenance Caseworker on June 3, 2013. Ms. Hurdle filled the position left vacant upon the retirement of Nancy Maness.

Brooke Saunders resigned her position as Work First/Employment Services Social Worker with her last day of employment being June 7, 2013 Ms. Saunders accepted a position closer to her home.

Preliminary results from our May 13, 2013 monitoring of our Social Services Block Grant (SSBG) and Title IV-E Adoption Assistance programs were shared with the Board. Incorrect funding codes on two cases (siblings) will likely result in money being reimbursed to the county. Additional information will be available upon receipt of the final written report.

Board Members were informed that County auditors will be in the agency the week of June 17, 2013.

Board Members were informed that information fliers were distributed in the county by Adult Services staff as part of Vulnerable Adult and Elder Abuse Awareness Month, May 10-June 17, 2013. Board Members received a copy of the flier in their monthly packages.

The Director shared information with Board Members about the agency's need to facilitate placement of a juvenile in DSS custody with relatives in Miles City, Montana per a Court Order. Funds for flying the relative here to get the child will be paid by the agency using county funding as this does not qualify for state or federal reimbursement.

Supervisors attended the meeting and reported on work within their respective units. Ms. Breedlove was absent but other Supervisors did attend the meeting.

The next regular meeting of the Social Services Board is scheduled for July 16, 2013 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a Motion by Mr. Owen and second by Ms. McCain, the meeting of the Social Services Board was adjourned.

Respectfully Submitted,


Jeremiah Jefferies, Chairman

7-16-13
Date *1st*


Dianne C. Moorefield, Secretary

7-16-13
Date

BUDGET AMENDMENT

1

DSS

7/10/2013

Be it ordained, the FY 2013-2014 Annual Budget ordinance is hereby amended as follows:

<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/ Decrease</i>	<i>Amended Balance</i>
Day Care 100%	100.5320.499.120	578,864	(\$43,757)	\$535,107.00
Fuel Emergencies/CIP	100.5480.499.900	100,471.00	\$ (85,653.00)	\$14,818.00
Total Expenditures			(\$129,410)	

<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>		<i>Increase/ (Decrease)</i>	<i>Balance</i>
DSS/Admin WCA	100.3538.360.000	1,668,578	(\$85,653)	\$1,582,925
St/FSA/DayCare/Smart Start	100.3541.360.002	677,482	(\$43,757)	\$633,725
Total Revenues			(\$129,410)	

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

Dianna C. Worre
Approved by Department of Social Services Director

7-16-13
Date

Jeannine Jefferson
Approved by Department of Social Services Board

7-16-13
Date

Paula Seamster, Clerk to the Board

Approved by Caswell County Board of Commissioners

Date

Social Services Board Meeting
July 16th, 2013

EBT Issuance:

June 2013

Issuance	\$622,144
Cases	2626
Individuals	5538

June 2012

Issuance	\$610,310
Cases	2570
Individuals	5159

Workload Report:

June 2013

Applications taken	119
Applications approved	91
Applications denied	13
Overdue applications	0
Redeterminations	244

June 2012

Applications taken	107
Applications approved	75
Applications denied	20
Overdue applications	0
Redeterminations	340

Fraud Report:

June 2013 FNS recoupments \$1,954
2013 Second Quarter food stamp recoupments \$6,273

June 2012 FNS recoupments \$1,876
2012 Second Quarter food stamp recoupments \$9,995

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2012 thru June 30, 2013

New allocations	\$0
Total allocations to date	\$180,749
Total CIP money used – June	\$0
Available balance to date	\$168.43
Applications approved	988 – June 0
Applications denied	16 – June 0

New Allocations	\$0
Total Allocations	\$79,831
Available Balance	\$0
Applications Pending	0
Applications Approved	340
Applications Denied	22

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

REPORT TO THE CASWELL COUNTY DSS BOARD
CHILD PROTECTIVE SERVICES REPORT
FOR JUNE 2013

CPS Family & Investigative Assessments

	June 2013	June 2012
1.Total Number of Reports Accepted for Investigation	19	13
2.Total Number of Reports Screened Out	5	4
3.Total Number of Reports Referred to other Jurisdictions	1	1
4.Total Number of Treatment Cases Transferred In	1	2
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	4	2
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	17	20
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	4	9
9.Total Number of Malicious Reports Received	0	0

OTHER DEPARTMENT INFORMATION

- The Child Protective Services Unit is fully staffed.

Prepared by:
Racquel Hughes,
Child Placement Supervisor
July 8, 2013

**Board Report
July 16, 2013**

- During the month of June 2013 we had no new children to enter or exit care.

Work Load Report	June 2013	June 2012
Children in DSS Custody	11	12
Foster Care Services for children in custody of another state/county	0	0
Licensure of foster and adoptive homes	1	1
Adoption Assessments	0	1
Home studies for other Courts	1	3
Supervision of foster homes	4	5

Training:

Child Placement Social Worker, Lucinda Wilson, participated in an on line course Building a Foundation for Success in Court: Strengthening Teamwork between DSS Attorneys and Child Welfare Professionals. Our LINKS Coordinator, Lisa Barnett, participated in the LINKS telephone conference call this month.

Child and Family Services:

On Thursday May 13, 2013 the North Carolina Division of Social Services (NCDSS) performed a formal monitoring of Social Services Block Grant (SSBG) and Title IV-E Adoption Assistance. The agency has not received a written report however the review appears to have gone satisfactory. It was noted that funding codes in two cases (siblings) were incorrect. This error means money will be returned back to the county and more federal funds will be utilized; which is always welcome for less use of county dollars.

Prepared By: Racquel Hughes
Child Placement Supervisor
July 8, 2013

SOCIAL SERVICES BOARD MEETING

July 16, 2013

I. Overdue Application Report for June 2013 – One

II. Medicaid Eligibility

July - 2012	July - 2013
Open Cases – 3,970	Open Cases – 3,980
Open People – 4,783	Open People – 4,697
Authorized People – 4,663	Authorized People – 4,750

III. North Carolina Health Choice

July - 2012	July - 2013
Open Cases – 217	Open Cases - 205
Authorized People – 319	Authorized People - 300

IV. SA (REST HOME)

July - 2012

July - 2013

Authorized People – 98

Authorized People - 93

V. Application, Reviews and Changes

	June - 2012	June - 2013
Applications Taken	185	120
Applications Approved	121	83
Applications Denied	61	48
Applications Withdrawn	01	6
Reviews	310	279
Total Changes	1,070	838
Terminated	130	110

**VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED 0 FAMILIES FROM THE
EMERGENCY DURING THE MONTH OF March 2013 totaling \$0.00**

VII. REPORT CARD – June 2012

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

REPORT CARD – June 2013

We were at 100% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%
MQB - 100%, MAF – 100%, MIC – 100%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of May 2013 County Share -
\$ 25.00**

**Cost Calculation Report for the Month of May 2012 County Share -
\$ 21.70**

Mary Harrelson, Supervisor IMSII

July 8, 2013

Caswell County Department of Social Services

Adult Services Board Report

July 16, 2013

Programs:

	June 2012	June 2013
Adult Protective Services		
Number of Reports Received	8	9
Number of Reports Accepted	8	8
Number of Reports for Outreach	0	0
Number Referrals to AHS/DFS/Other Services	0	1

Adult Care Homes/Adult Home Specialist

Number of Adult Care Homes	29	27
Number of Adult Care Homes Monitored	6	3
Number of Complaints Received	1	5

Guardianship Services

Number of Active Cases	20	22
Number of New Cases	0	0
Number of Terminated Cases	0	0

Multidisciplinary Evaluations

Number of Requests Received	2	0
Number of Evaluation completed	4	0

Individual and Family Adjustment Services-Representative Payee

Number of Active Cases	21	22
Number of New Cases	0	0
Number of Cases Terminated	0	0

State/County Special Assistance In-Home (10 Slots)

Number of Active Cases	10	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

June 2012

June 2013

In-Home Aide Services

Number of Active Cases	6	7
Number of New Cases	0	1
Number of Terminated Cases	1	0

Transportation Services

Number of Clients Served	202	159
Number of Trips Provided	1,065	806

Transportation Costs compared to June 2012 and June 2013

	2012	2013
EDTAP	\$2,144.70	\$3,355.64
Medicaid	\$12,394.16	\$10,081.52
Totals	\$14,538.86	\$13,437.16

This reflects a decrease of \$1,101.70 from the previous year.

***Hearings (Local Appeal Hearing &
Administrative Disqualification Hearing):***

	June 2012	June 2013
Number of Requests Received	1	2
Local Appeal Hearing	0	1
Administrative Disqualification Hearing	1	1
Number of Hearings Conducted	1	1
Local Appeal Hearing	0	1
Administrative Disqualification Hearing	1	0

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
July 5, 2013

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
JULY 16, 2013

WORK FIRST EMPLOYMENT SERVICES:

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	July 2013	July 2012
Total # WFFA Cases	45	61
Caseload Increase/Decrease From Previous Month	(-5) 50	(7) 54
Child Only Cases	34 (75.56%)	43 (70.49%)
Single-Parent Cases	11 (24.44%)	18 (29.51%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$203.41	\$208.17

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

	July 2013	July 2012
Total # 2-Parent Households	0	0
Caseload Increase/Decrease From Previous Month	(-0-) 0	(-1) 1
Benefit Diversion Cases	0	0
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	0
Cases Not Meeting Work Requirement	0	0
New Application for Assistance	0	0
Average WFFA Payment	\$0.00	\$0.00

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CHILD SUPPORT ENFORCEMENT:

- **Collection Information Comparison** for the Caswell County IV-D Unit:

	June 2013	June 2012
Net Current Month Collections	\$160,459.85	\$155,653.34
Monthly Collection Goal	\$157,603.81	\$231,706.02
Net Previous Month Collections	\$161,726.17	\$168,634.98
Net YTD Collections	\$1,899,737.11	\$1,891,245.70
Collections Goal for the Year	\$1,891,245.70	\$1,898,472.00
Percentage of Goal Met YTD	99.55%	99.62%
Target Percentage of Goal Met YTD	(12 mo.) 100.00%	(12 mo.) 100.00%

- **Child Support Enforcement Court Activity Report:**

	June 2013	June 2012
Number of Cases Scheduled/Heard	35/32	67/56
New Orders for Support Entered	0	3
New Current Support Payments	\$436.00	\$424.00/mo.
New Frequencies Toward Arrears	2	5
New Frequency Payments	\$164.00	\$373.00/mo.
Orders for Arrest	2	5
Jail Sentences	0	1
Purge Amounts	\$1,000.00	\$175.00
Total Payments Collected in Court	\$1,135.00	\$2,612.00
New Paternity Cases Established	0	2
Number of Modifications Heard	7	16

CHILD CARE SUBSIDY:

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

May Service Month Paid in June	2012/2013	2011/2012
Total Monthly Payment Amount	\$49,149.30	\$58,216.50
Monthly Unduplicated Child Count	125	159
Total Year-to-Date Expenditures	\$610,250.55	\$717,259.95
YTD Unduplicated Child Count	242	282
Total Allocation Available to Date	\$630,456.00	\$746,538.00
Traditional Spending Coefficient (12 mo.)	96.80%	96.08%

• **May, 2013 Smart Start Child Care Subsidy Quality Enhancements Paid in June 2013:**

Star Rating	Bonus Amount Per Child	# Eligible Children in Current Mo.	Current Month Total Bonus Amount	Total YTD# Bonuses Paid	Total YTD Bonus Amount
4	\$20	23	\$446.10	239	\$4,464.60
5	\$30	9	\$270.00	138	\$3,566.90
	Totals	32	\$716.10	377	\$8,031.50

*****Bonus amounts per child may vary based on prorated months *****

Child Care Subsidy Waiting List

The waiting list implemented on February 24, 2010 remains in effect at this time. We will be closely monitoring the funding available and the spending trends in the hopes of lifting the waiting list when it becomes feasible for us to do so. We also review our spending monthly with the Division of Child Development Subsidy Services Consultant, Belinda Thomas. As of July 8, 2013 we have 59-children on the waiting list.

Submitted by: Tonya Breedlove 7/8/13